

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1126      **TITLE:** DEPUTY DIRECTOR, MENTAL HEALTH,  
MENTAL RETARDATION, AND ALCOHOL AND DRUG SERVICES  
**GRADE:** S-35

**DEFINITION:**

Under policy and administrative direction, assists the Executive Director, Fairfax-Falls Church Community Services Board (CSB) in program development, planning, implementation, and evaluation; serves as CSB's program operations representative on the Human Services Management Team; supervises the work of agency division managers; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Assists the Executive Director of the Fairfax-Falls Church Community Services Board (CSB) in the planning, supervision, and coordination of mental health, mental retardation, and alcohol and drug services/programs in the Fairfax-Falls Church area;

Establishes goals, objectives and priorities for the three program areas, and evaluates the programs' effectiveness in meeting them;

Ensures that programs comply with Federal, State and County laws and regulations;

Directly supervises the managers of the three CSB service divisions (Mental Health, Mental Retardation, and Alcohol and Drug Services) and the Director of Residential Services and Community Relations;

As a member of the Human Services Management Team, plans services in the context of the overall human services system, ensures development and implementation of public-private partnerships to meet the needs of the citizens for mental health, mental retardation, and alcohol and drug services, and oversees contractual services;

Working with the Office of Human Services Administration and the Office of Human Services Systems Management, ensures the integration of intake, service delivery, and information systems development;

The coordination of budget oversight and financial accountability; and human resource management to support Services Board activities;

Evaluates the effectiveness of service components, and develops and revises services, policies and procedures in response to the needs of clients and family members;

Represents and acts for the Executive Director in contacts with the public, the CSB governing board, the Board of Supervisors, Federal, State and local groups/officials, and private-sector organizations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the current treatment/care philosophies and programs in the fields of mental health, mental retardation, and substance abuse;  
Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of mental health mental retardation, and alcohol and drug services;  
Knowledge of Federal, State, and County laws and regulations affecting mental health, mental retardation, and alcohol and drug services, and the ability to interpret and apply them correctly;  
Knowledge of Federal, State, and local human services agencies and the services they provide;  
Skill in solving problems and resolving conflicts;  
Ability to analyze data and draw sound conclusions;  
Ability to develop and implement departmental goals and objectives;  
Ability to effectively coordinate and implement departmental changes;  
Ability to effectively manage, train and motivate employees;  
Ability to plan, direct and coordinate the work of a large staff;  
Ability to provide effective leadership;  
Ability to communicate clearly and concisely, orally and in writing;  
Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups, and the public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited college or university with a Master's degree in psychology, social sciences, public administration, or a related field; PLUS  
Five years of experience involving policy development in the field of mental health, mental retardation, or alcohol and drug abuse programs and working with governing/advisory boards.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

ESTABLISHED: May 16, 1994